

# **LICENSED LENDER BRANCH OFFICE LICENSE APPLICATION INSTRUCTIONS**

1. Indicate the authority(ies) for which this branch office application is being submitted in the space provided. **NOTE:** You cannot add authorities at a proposed branch unless your principal office has the same authorities.
2. Type or print clearly all answers. Do not leave any questions unanswered. If a question is not applicable or the answer is none, please type or print N/A or NONE.
3. Insert on line #1, the complete name of the entity exactly as it appears in your incorporation/formation papers as filed with the Treasurer of the State of New Jersey or on your trade name certificate filed with your County Clerk's Office. If you are using a alternate name at this location, please state whether the alternate name is for this location only or all locations. You will need to supply a copy of the alternate name certificate.
4. Application must be properly signed and dated by: (1) corporate president and secretary if a corporation; (2) managing member and witness if a limited liability company; (3) member of the partnership and a witness if a partnership; or (4) the sole proprietor and a witness if a sole proprietorship, in the spaces provided for attestation. Corporate seal or a facsimile of same must be affixed in the case of a corporate applicant. Signatures must be witnessed by a notary public or attorney.
5. **Provide a copy of the deed, lease or rental agreement for the location to be licensed.** A letter of intent to occupy the premises may be provided with the actual deed, lease or rental agreement submitted within sixty days of receipt of the application.  
**NOTE:** The use of an "Executive Suite" as premises to be licensed is not acceptable.

## **FEE SCHEDULE**

**Licenses are issued for a prescribed biennial period beginning on July 1 of an odd year through June 30 of the next odd year (ie 7/01/03-6/30/05). All licenses expire as of June 30.**

If you apply anytime during the first 12 months of the 2-year licensing period, you pay the full \$1,400 2-year license fee per authority. If you apply anytime during the second 12 months of the licensing period, the license fee is prorated down to a 1-year fee of \$700 per authority. The non-refundable application fee applies to both the entity application and the individual application and is not prorated.

## **CHECKLIST TO COMPUTE FEES OWED**

1. Read explanation of fee schedule in above box to determine if you are filing this application during the first 12 months or the second 12 months of the 2-year license period.
2. Count the number of authorities you have checked.
3. Multiply the total number of authorities by the applicable license fee.
4. Add the non-refundable application fee for each application submitted.

## **FEES**

APPLICANT	1 <sup>st</sup> 12 MONTHS	2 <sup>nd</sup> 12 MONTHS	APPL FEE (Non-Refundable)
Corporation, Limited Liability Co, Partnership, Sole Proprietor, Other Entities	\$1,400.00 (per authority)	\$700.00 (per authority)	\$300.00
Affiliated Individual	\$1,400.00 (per authority)	\$700.00 (per authority)	\$300.00
Branch Office	\$1,400.00 (per authority)	\$700.00 (per authority)	\$200.00

Fees are determined by the number of authorities you have checked in the authority box located on the first page of the application.

Make check payable to: Treasurer, State of New Jersey

Return application by regular mail to: Department of Banking & Insurance  
Licensing Services Bureau  
P.O. Box 473  
Trenton, NJ 08625

If using an express mail service send to: Department of Banking & Insurance  
Licensing Services Bureau  
20 W. State St. – 8<sup>th</sup> Floor  
Trenton, NJ 08608

Questions concerning this application may be directed to (609) 292-5340.

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